



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 333 দিশপুৰ, বুধবাৰ, 12 আগষ্ট, 2020, 21 শাওণ, 1942 (শক)

No. 333 Dispur, Wednesday, 12th August, 2020, 21st Sravana, 1942 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

GENERAL ADMINISTRATION DEPARTMENT

## NOTIFICATION

The 17th July, 2020

**No.GAG(A)77/2019/38.-** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules further to amend the Assam Houses, State Guest Houses and Secretariat P.A.B.X. (Officers and Staff) Service Rules, 1992 hereinafter referred to as the principal Rules, namely :-

Short title and  
commencement.

1. (1) These rules may be called the Assam Houses, State Guest Houses and Secretariat P.A.B.X. (Officers and Staff) (Amendment) Service Rules, 2020.
- (2) It shall come into force on the date of their publication in the Official Gazette.

Amendment  
of rule 2.

2. In the principal Rules, in rule 2 , -
  - (i) in clause (a) , -
    - (a) for the existing sub-clauses (i) and (ii), the following shall be substituted, namely :-

“ (i) The Governor of Assam in respect of all gazetted officers in all the Assam Houses / Bhawans, State Guest Houses and Secretariat P.A.B.X. ;
    - (ii) Principal Resident, Commissioner / Resident Commissioner in respect of Assam Bhawans / Assam Houses New Delhi, Trade Adviser and Director of Movements / Joint Resident Commissioner in respect of Assam House/Bhawan, Kolkata, Joint Resident Commissioner in respect of Assam Bhawans, Mumbai, Chennai and Vellore and Secretary, General Administration Department in respect of Assam House, Shillong and including Secretariat PABX (Private Automatic Box Telephone Exchange) :

Provided that the description of the Appointing and Appellate Authority to the respective Services/Posts, shall be as per Schedule IV. ”

(b) sub-clauses (iii) and (iv) shall be deleted ;

(ii) the existing provisions in clauses (h), (i), (j) and (k) shall be renumbered as ((l), (m), (n) and (o) respectively and the following new provisions shall be inserted, in clauses (h), (i), (j) and (k), namely :-

“(h) “Principal Resident Commissioner / Resident Commissioner” means the Head of Assam House/Bhawans at New Delhi;

(i) “Joint Resident Commissioner” means the Head of the Assam House/Bhawans of Chennai/ Mumbai/ Vellore;

(j) “Trade Advisor and Director of Movement” means the Head of Assam House, Kolkata, Russell Street and Additional Assam House at Salt Lake;

(k) “Officer on Special Duty means” the Head of Assam House, Shillong.”

Amendment  
of rule 3.

3. In the principal Rules, in rule 3, for sub-rule (3), the following shall be substituted, namely :-

“(3) The posts of officers in the cadres of Class II and the cadres of Class III and Class IV staffs are enlisted for all the existing posts along with the newly created post to establish a standard staffing pattern for all the Assam Houses/Bhawans/ State Guest Houses/Secretariat (P.A.B.X.) as in Schedule-I (as amended). ”

Amendment  
of rule 5.

4. In the principal Rules, in rule 5 ,-

(i) clauses (c), (d), (e), (f), (g), (h) and (i) of sub-rule (3) shall be renumbered as sub-rules (4), (5), (6), (7), (8), (9) and (10) respectively ;

(ii) for the existing provisions in the newly renumbered sub-rules (6), (7) and (10), the following shall be substituted, namely :-

“(6) The Class-III and Class -IV posts and non promotional posts of Assam Houses / Bhawans located at different states including State Guest House No. I, Koinadhara and Brahmaputra State Guest House, Kharghuli, Guwahati under sub rule (3) of rule 3, shall be filled-up by direct recruitment. The vacancies of the Class III and IV posts shall be advertised in at least two daily newspapers of English and Assamese language in the State of Assam and in one local newspaper of the State where the House/Bhawan is situated for the posts of Grade-IV and Driver only;

(7) Recruitment to the cadre of Class- III posts in respect of all Assam Houses/ Bhawans / State Guest Houses/PABX (Private Automatic Box Telephone Exchange) as stated at Schedule I of rule 3(3) (as amended) shall be filled up by direct recruitment on the basis of a written OMR test and computer test (Practical) in two phases as per rule 5A(i) of these rules;

(10) Recruitment to the cadre of Class-IV posts shall be made in the following manner from the candidates qualifying in the written test as per rule 5A(iii) of these rules :-

(i) 50% of the post to be filled up by local candidates from the place where the Assam Houses/Bhawans are situated;

(ii) 50% of the post to be filled up with first preference from the Assam Secretariat's Pool of Grade-IV employees subject to availability and the



remaining to be filled up from candidates by open advertisement in the State of Assam. ”

Insertion of new rule 5A.

5. In the principal Rules, after rule 5, a new rule 5A, shall be inserted as in the following, namely :-

“ 5A. (i) The syllabus of competitive examination and manner of holding the said examination for direct recruitment of Class-III and non-promotional posts of all the Assam Houses / Bhawans / State Guest House No 1 and Brahmaputra State Guest Houses shall be as follows :-

	<u>Subject</u>	<u>Marks</u>
1.	General English including General Knowledge and Quantitative Aptitude.	150
2.	Knowledge of Computer (Theory)	50
3.	Language skills test on Assamese/Bengali/Bodo/ Alternative English	50
4.	Computer Test (Practical)	50

The candidate appearing for the Computer Test (Practical) shall have to fulfill the following as specified below :-

- (a) he must have good working knowledge of Office Productivity software tools (independent) of any operating system, i.e., MS Windows, Linux, Mac etc.) as such;
- (b) he/she must have a minimum of 6(six) months Diploma/Certificate in Computer Proficiency from a recognized institute;
- (c) he/she must prove his/her proficiency in Computer through a practical test.

The paper on Language Skills in Assamese/ Bengali / Bodo/ Alternative English shall be of qualifying nature and the candidate shall have to secure a minimum of 30 marks to qualify.

- (ii) The competitive examination to be held for recruitment for Stenographer Grade III posts shall be as prescribed in the Assam Stenographer's Service Rules, 1995 (as amended).
- (iii) For recruitment to the cadre of Class –IV posts, the candidates shall have to qualify in skill turnout and presentation.
- (iv) For recruitment to the cadre of Driver, the candidates shall have to appear in a Written Test and Driving Test in two phases as in the following :-

- (a) Phase I :- Written Test on Driving knowledge on Traffic Rules and Traffic signals of 100 marks ;
- (b) Phase II :- Short listed candidates shall have to appear in a Driving Skill Test of 100 marks at a notified place. ”

Amendment of rule 6.

6. In the principal Rules, in rule 6, in sub-rule (1), for the existing clauses (b), (c) and (d), the following shall be substituted, namely :-

The Appointing Authority shall simultaneously request the Selection Board.

- “ (b) mentioned in rule 14 to conduct the procedures of direct recruitment of the posts by themselves or by engaging any competent empanelled recruitment Agency on their behalf. The Board or any such Agency, as the case may be, shall recommend a list of candidates for direct recruitment in order of preference.



- (c) The competitive examination and the Computer test (Practical) shall be conducted by the Board or any such Agency as the case may be, entrusted upon by the Appointing Authority for the purpose as per sub-rules (7), (8), (9) and (10) of rule 5.
- (d) The Board or the Agency as the case may be shall prepare and furnish to the Appointing Authority, the list of qualifying candidates in order of merit on the basis of performance of the candidates in the written OMR test and Computer test (Practical), and recommended by it in order of preference found suitable for direct recruitment. The number of candidates in such a list shall be equal to the number of vacancies notified. ”

Amendment  
of rule 7.

7. In the principal Rules, in rule 7, for the existing provision, the following shall be substituted, namely :-

“ Provided that upper age limit shall be as per Govt notification applicable during the time of the advertisement:

Provided further that the candidates having two children shall be eligible. Government servants shall strictly follow norms of two children family to serve as a role model for the society. Persons both male and female, who violate the legal age of marriage shall not be eligible for any employment or employment generation schemes of Government.”

Amendment  
of rule 14.

8. In the principal Rules, in rule 14, in sub-rules (1) and (2), the following shall be substituted, namely :-

“(1) The Central Recruitment Board for direct recruitment to the service centrally in respect of the post/posts for which recommendations of the Assam Public Service Commission are not required.

(i) Principal Resident Commissioner/ Resident Commissioner, of Assam Bhawan, New Delhi, Trade Adviser & Director of Movements / Joint Resident Commissioner, Assam House / Bhawan, Kolkata, Joint Resident Commissioner of Assam Bhawan, Mumbai, Chennai and Vellore, Secretary, General Administration Department in respect of Assam House, Shillong, State Guest Houses and Sectt. PABX (Private Automatic Box Telephone Exchange ) .....Chairman.

(ii) Joint Secretary/ Deputy Secretary or any other officer of General Administration Department to be nominated by the Senior most Secretary, General Administration Department..... Member.

(iii) Joint Secretary/Deputy Secretary, General Administration Department and posted in Assam House / Bhawans or any other officer nominated by the Senior most Secretary, General Administration Department .....Member Secretary  
The Committee / Board shall furnish its recommendations for approval to the Appointing Authority.

(2) The Board for considering promotion to the posts in the cadres of Class-II - Class III service of the Assam Houses/ Bhawans and the Guest Houses Service :

(i) Principal Resident Commissioner/ Resident Commissioner, of Assam Bhawan, New Delhi, Trade Adviser & Director of Movements / Joint Resident Commissioner, Assam House / Bhawan, Kolkata, Joint Resident Commissioner of Assam Bhawan, Mumbai, Chennai and Vellore, Secretary, General Administration Department in respect of Assam House, Shillong, State Guest Houses and Sectt. PABX (Private Automatic Box Telephone Exchange )... Chairman.

- (ii) (Deputy Secretary, WPT & BC /Any other Officer nominated by the Senior most Secretary, WPT & BC Department .....Member.
- (iii) Joint Secretary/Deputy Secretary, General Administration Department or any other officer nominated by the Senior most Secretary, General Administration Department ..... Member Secretary.
- Amendment of rule 15. 9. In the principal Rules, in rule 15, in sub-rule (1), after clause (b) and before the proviso, the following two new clauses (c) and (d) shall be inserted, namely :-  
 “(c) if he/she has more than 2(two) living children; and  
 (d) if he/she has violated the legal age of marriage. ”
- Amendment of rule 25. 10. In the principal Rules, in rule 25, after sub-rule (2), the following new sub-rule shall be inserted, namely :-  
 “ (3) The Officers and Staff of Assam Houses / Bhawans/ Guest Houses are inter - transferable from one house to another. Senior Most Secretary, General Administration may tranfer officers and staff from one House/Bhawan/State Guest Houses to another as and when required.
- Amendment of Schedule I, II, III and IV. 11. In the principal Rules, for the existing Schedule I, II, III and IV, the following shall be substituted, namely :-

## Schedule I

## Rule 3(3)

## List of posts equivalent to and included in the cadres of the Service

	Name of the Cadre	Name of the posts equivalent to and included in the cadres of the Service	Remarks
1	2	3	4

## Class I Service

## Class-II Service

1.Liaison Officer (1) Liaison Officer Person from other service will draw grade pay and enjoy the status of his service.  
(2) Registrar

2.Movement Officer (1) Movement Officer (a) One by promotion  
(b) Two posts from out of selected employee of the Sectt. Service.

## Class -III Service

3.Additional Liaison Officer (1) Additional Liaison Officer The post of A.L.O may be filled up on promotion .If however no suitable person is available for promotion the post may be filled up by selection from the rank of Supdt. of Assam Sectt.

4.Asst Liaison Officer

5.Caretaker (1) Care Taker

Person from other service will draw his grade pay and enjoy the status of his service.

(2)Care-Taker-Cum- Accountant.

(3) Sr. Accountant.

6.Superintendent

(1) Superintendent



7.Upper Divn.Asstt./Sr.Asstt.	(1)Upper Divn.Asstt/Sr. Asst/HK (2) Accountant (3) Nazir (4) Receptionist/ House Manager-cum-Receptionist (5)Sr. Liaison Asstt. (6)U.D. A.-Cum-Accountant (7)U.D.-Cum- Nazir/Receptionist (8)Accountant cum Cashier (9) Cashier (10)House Manager
8.Stenographer Gr-I	(1) Stenographer Gr-I
9.Stenographer Gr-II	(1) Stenographer Gr-II
10.Stenographer Gr-III	(1) Stenographer Gr-III
11.House Keeper	(1) House keeper (1) Room Supervisor.
12.Lower Division Asstt./Jr.Asstt.	(1) L.D.Asstt./Jr.Asstt. (2) Junior Administrative Assistant (3) Typist (4) Receptionist : Person from other service will draw his grade pay. (5) Jr. Liaison Assistant (6) L.D. Asstt. -cum- Typist (7) LDA cum Housekeeper (8) Receptionist cum LDA (9) Computer Operator (10) Accounts Assistant/Jr.Accounts Assistant (11) Protocol Assistant (12) Caretaker-Cum-Accountant
13.Telephone Operator	(1) Monitor (2)Telephone Operator (3) Telex Operator (4) Fax Operator.

Note: The post/posts will be abolished as and when the present incumbents vacate the posts on account of retirement or otherwise.

## 14.Driver

- (1) Driver
- (2) Scooter Messenger (Re-designated as Subordinate Liaison Asstt.
- (3) Motor Mechanic.

Class IV Service

## 1. Duftry

- (1) Duftry
- (2) Liftman

## 2.Peon

- (1) Peon/Grade-IV
- (2) Chowkidar
- (3) Night Chowkidar
- (4) Cook \* The cook of Assam House, Shillong will enjoy the scale as prescribed by Government.
- (5) Cleaner
- (6) Bearer
- (7)Room Bearer
- (8) Mali
- (9) Mali -cum-Caretaker
- (10) Massalshi
- (11) Khansama
- (12) Bearer-cum-Peon
- (13) Safai Karmachari/Cleaner/Sweeper
- (14) Chowkidar-cum- Bearer
- (15) Bungalow Peon
- (16) Helper
- (17) Chowkider-cum-Mali
- (18) Bearer cum Chowkider
- (19) Office Peon.



## Schedule II(A)

(Rules 4 and 26)

Strength of each cadre of the service and the time scale of pay for

Assam House, New Delhi

Sl.No.	Categories of posts/ Cadres	Time Scale of pay	No. Of Posts			Remarks
			Permanent	Temporary	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>Class II Service</b>						
1.	Liaison Officer	22000-87000 GP 10900	1	0	1	
<b>Class III Service</b>						
1.	Addl Liaison Officer	22000-87000 GP 9400	1	0	1	
<b>Grade I</b>						
1.	Steno Grade III	14000-49000 GP 7400	1	0	1	
<b>Cadre of Upper Division Asstt.</b>						
1.	Accountant	14000-49000 GP 8000	2	0	2	
2.	UD Asstt.	-do-	2	0	2	
3.	Cashier	14000-49000 GP 8000	1	0	1	
<b>Cadre of Lower Division Asstt.</b>						
3.	Receptionist	14000-49000 GP 6200	3	1	4	
4.	L.D.A.	-do	4	0	4	
5.	House Manager	-do	4	0	4	
6.	LDA cum Typist	-do	1	0	1	
7.	Typist	14000-49000 GP 5600	1	0	1	
8.	Room Supervisor	-do	2	1	3	
9.	Jr.Accounts Asstt.	-do	2	0	2	
10.	Protocol Assistant	14000-49000 GP 6200	1	0	1	
<b>Cadre of Telephone Operator/Telex Operator</b>						
10.	Telephone Operator	14000-49000 GP 5600	4	5	9	
11.	Telex Operator	-do-	1		1	
12.	Fax Operator		1		1	
<b>Cadre of Driver</b>						
12.	a) Driver	14000-49000 GP 5200	11	0	11	
	b) Motor Mechanic	Under Central Govt.Pay Structure	1		1	

as per ROP 2017

(1)	(2)	(3)	(4)	(5)	(6)	(7)
13.	Sub Liaison Asstt.	12000-37500 GP 3900	1	0	1	
14.	Cadre of Peon	Under Central Govt. Pay Structure as per ROP 2017	1	1	2	
15.	Khansama	-do-	2		2	
16.	Room Bearer	12000-37500 GP 3900	31	0	31	
17.	Duftry	Under Central Govt. Pay Structure as per ROP 2017	1	1		
18.	Liftman	12000-37500 GP 4400	4	0	4	
19.	Chowkidar	12000-37500 GP 3900	4	2	6	
20.	Sweeper cum Safai karmachari.	Under Central Govt. Pay Structure as per ROP 2017	3	3	6-2 Sweepers In fixed pay of Rs 900/-	
21.	Cleaner	Under Central Govt. Pay Structure as per ROP 2017	1		1	
22.	Mali cum Caretaker	Under Central Govt. Pay Structure as per ROP 2017	1	1	2	
23.	Bungalow Peon	Fixed pay of Rs 900/-		1	1	
24.	Peon	Under Central Govt. Pay Structure as per ROP 2017	4	0	4	
25.	Office Peon	12000-37500 GP 3900	1	0	1	

**Note:**

1. Persons from other services will draw their grade pay and enjoy the status of their service.
2. The Person concerned will be entitled to the special pay attached to the post sanctioned by the govt. from time to time when they hold the post with the designation.

## Schedule II(B)

(Rules 4 and 26)

Strength of each of the service and the time scale of pay for  
Assam House, Calcutta

Sl.No.	Categories of posts/ Cadres	Time Scale of pay	No. Of Posts			Remarks
			Permanent	Temporary	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Class II Service					
	Registrar	22000-87000 GP 11500	1	0	1	
	Liaison Officer	22000-87000 GP 10900	1	0	1	
	Superintendent	22000-87000 GP 10300	2	0	2	
2.	Class III Service		3		3	
3.	Movement Officer	22000-87000 GP 9100	3		3	
4.	Sr.Accountant	14000-49000 GP 8000	1	0	1	
5.	UD cum Accountant	Rs-do-	1	0	1	
6.	Accountant	Rs-do-	1	0	1	
7.	UD cum Nazir/ Receptionist.	Rs-do-	1	0	1	
8.	UD Assistant	Rs-do-	9	0	9	
9.	Sr.Liaison Asstt.	Rs-do-	1	0	1	
10.	Jr.Liaison Asstt.	14000-49000 GP 6200	1	0	1	
11.	Stenographer	14000-49000 GP 7400	1	0	1	
12.	House Keeper	14000-49000 GP 7400	1	0	1	
13.	LD Asstt.	14000-49000 GP 6200	11	0	11	
14.	Typist		1	0	1	
15.	Driver	14000-49000 GP 5000	3	2	5	
16.	Telephone Operator	14000-49000 GP 5600	2	0	2	
17.	Telex Operator	-do-	1	0	1	
18.	Duftry	Under Central Govt.Pay Structure as per ROP 2017	2	0	2	
19.	Liftman	12000-37500 GP 4400	2	0	2	
20.	Bearer	12000-37500 GP 3900	8	4	12	
21.	Chowkidar	12000-37500 GP 3900	4	0	4	
22.	Peon	Under Central Govt Pay Structure as per ROP 2017	8	0	8	
23.	Cook	Rs.-do-	2	0	2	
24.	Cleaner	Rs.-do-	2	0	2	
25.	Mali cum Caretaker	Rs.-do-	1	0	1	
26.	Sweeper	Under Central Govt.Pay Structure as per ROP 2017.	3	1	4	

- 1) Persons from other services will draw their grade pay and enjoy the status of their service.  
 2) The Person concerned will be entitled to the special pay attached to the post sanctioned by the govt. from time to time when they hold the post with the designation.



## Schedule II(C)

(Rules 4 and 26)

Strength of each Cadre of the service and the time scale of pay for  
Assam House, Shillong.

Sl.No.	Categories of posts/ Cadres	Time Scale of pay	No. Of Posts			Remarks
			Permanent	Temporary	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Class II Service					
1.	Liaison Officer	22000-87000 GP 10900	1	0	1	
2.	LDA cum Typist	14000-49000 GP 6200	1	0	1	Persons from Sectt LDA Cadre will draw the grade pay.
3.	Care-Taker-Cum Accountant.	14000-49000 GP 8000	1	0	1	
4.	Cook	12000-37500 GP 3900	2	0	2	
5.	Chowkidar cum Bearer.	12000-37500 GP 3900	2	0	2	
6.	Sweeper	Under Central Govt. Pay Structure as per ROP 2017.	1	0	1	
7.	Mashalsi	12000-37500 GP 3900	1	0	1	
8.	Night Chowkidar	Rs.-do-	1	0	1	
9.	Mali	Rs.-do-	2	0	2	
10.	Peon	Rs.-do-	1	0	1	
11.	Bearer cum Peon	Rs.-do-	2	0	2	
12.	Bearer	Rs.-do-	1	0	1	
13.	LD Asstt.	14000-49000 GP 6200				
14.	Receptionist	14000-49000 GP 6200	1	0	1	
15.	Driver	14000-49000 GP 5000	1	0	1	
16.	Bearer cum Chowkidar.	12000-37500 GP 3900	1	0	1	

**Schedule-III****(rule 8)****Qualifications and experience for direct recruitment**

1. A candidate eligible for direct recruitment to the cadre/post of (a) Liaison Officer, (b) Movement Officer and (c) Additional Liaison Officer shall possess the minimum academic qualification of a Degree in Arts or Science or Commerce with 5 years experience in any responsible post under the Government of Assam or in any Corporation / Board/ Company in the State of Assam and such other qualifications and experience as may be decided by Government at the time of advertisement.
2. A candidate eligible for direct recruitment to the cadre of Class-III of all the Assam House/ Bhawans/ State Guest Houses as listed in Schedule-I of rule 3(3) shall possess the academic qualification of a degree in Arts, Science or Commerce or in any stream from a recognized University and must have a minimum 6 (six) months Diploma/ Certificate in Computer Course (proficiency) from a recognized Institute at the time of advertisement. For recruitment to the cadre of Class-III posts, the candidates shall have to qualify in a written OMR test and Computer test as prescribed in the rules.
3. A candidate eligible for direct recruitment to the cadre of Class-IV shall have the minimum academic qualification of HSLC passed at the time of advertisement. For recruitment to the cadre of Class -IV posts, the candidates shall have to qualify in a skill turnout and presentation.
4. A candidate eligible for direct recruitment to the post of Driver shall have the minimum academic qualification of H.S.L.C. passed and a driving license from a recognized authority at the time of advertisement. Candidates shall have to qualify in a written test and driving test as prescribed in these rules. The mode of selection shall be given in the advertisement.
5. A candidate for direct recruitment to the cadre of Stenographer Grade-III shall have the minimum qualification of Graduation passed from a recognised University.

**Schedule-IV****[rule 2(a)(ii)]**

<u>Sl. No.</u>	<u>Description of Service/ Post</u>	<u>Appointing Authority</u>	<u>Appellate Authority</u>
1.	All Gazetted Officers in Assam House, Kolkata, New Delhi, Mumbai, Chennai, Vellore, Shillong.	Governor	Governor, Assam
2.	Additional Liaison Officer Assam House, New Delhi.	Governor	Governor, Assam
3.	All non-gazetted staffs in Assam House/Bhawans, New Delhi other than the posts, in respect of which specific provision have been made separately.	Principal Resident Commissioner/ Resident Commissioner of Assam House/Bhawans, New Delhi.	Chief Secretary, Assam.
4.	All Non-Gazetted posts in Assam House/Bhawan, Kolkata.	Trade Adviser and Director of Movements/Joint Resident Commissioner of Assam House/Bhawan, Kolkata.	Chief Secretary, Assam.
5.	All Non-Gazetted posts in Assam Houses/Bhawans, Mumbai, Chennai, Vellore.	Joint Resident Commissioner of Assam Houses/Bhawans, Mumbai, Chennai, Vellore.	Chief Secretary, Assam.
6.	All Non-gazetted posts in Assam House, Shillong, Secretariat PABX and Guest House I & Brahmaputra State Guest House.	Senior most Secretary, General Administration Department.	Chief Secretary, Assam.

**M. ANGAMUTHU,**  
Commissioner & Secretary to the Govt. of Assam,  
General Administration Department.